

<Name of Project> Status Report

Agency Name

Identify the name of the agency sponsoring the project.

Project Name

Identify the name of project.

Review Interval

Indicate the review period covered by this report.

Date

Identify the date of report.

Contact Information

Identify the name and phone number of the individual to contact for follow-up information on the report.

Budget Status

Budget To Date

List the budgeted, actual and variance amounts for the month-to-date and the cumulative project to date. Explain reasons for variance and planned corrective action.

Budget By Phase

List the phase, start and completion dates, budgeted cost, cumulative budgeted cost and cumulative actual expenditures.

Milestones and Deliverables

Current Report Period

List the milestone and deliverable events/activities for the current month or report period, due dates and status. Explain reasons for variance and planned corrective actions.

Upcoming Report Period

List the milestone and deliverable events/activities for the upcoming month or report period, due dates and status.

Sub-project Status

Describe the status of all sub-projects including any variance to milestones, costs and/or scope. Explain reasons for variance and corrective actions.

Project Communications

Describe project communications during the reporting period, including type of communication, purpose and media employed. Include project surveys or other feedback tools.

Project Risks

Describe any risks that need to be communicated to or addressed by the Project Steering Committee.

Project Issues

Describe any issues that need to be communicated to or addressed by the Project Steering Committee.

Change Requests

Provide a description of any change requests affecting scope or cost that need to be communicated to or approved/rejected by the Project Steering Committee. Attach a copy of the full change request.

Project Quality Activities

Describe activities related to quality assurance, quality improvement or performance measurement.

Recommendations

Include any recommendations or revised outcomes that require Project Steering Committee approval.